

# Waljat Colleges of Applied Sciences



## IT Usage Policy

Version 1.0

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## **Introduction**

Waljat colleges of Applied Sciences defines users as staff or registered students who have been provided with valid logon credentials to access systems and resources.

Individuals who are granted the privilege to use the computer and/or network resources of Waljat Colleges agree to accept responsibility for reasonable use. Activities beyond those stated in the WCAS Computer and Network Usage Policy are strictly prohibited. WCAS computer and network resources may only be accessed by authorized users only. Students must be currently registered to use these WCAS resources. Anyone using these resources expressly consents to being monitored. If monitoring reveals possible evidence of any activity violating the WCAS Computer and Network Resources Usage Policy appropriate action will be taken. All students and staff are to go through this policy and abide by it. Ignorance about the policy and its existence will not be considered as an excuse.

The IT Usage Policy covers and is not restricted to the following,

### **Computer / User Accounts**

- Use only those Computer/User IDs and passwords for which you are authorized, and use them only for the purposes for which they are intended. Do not share your Computer/User accounts or passwords with others.
- Users are responsible for the use of their computer accounts. Users should make appropriate use of system-provided protection features such as passwords and file protections, and should take precautions against others obtaining access to their computer resources. Users should not make an account available to others for any purpose.
- The user shall access only those computing resources, and those accounts authorized by the appropriate College authority. The user must protect the integrity of personal files, personal data and personal passwords. The user shall respect the privacy of the College's and other users' resources.

- Users shall not attempt to subvert the restrictions associated with any computer accounts.
- Users shall not examine, change, or use another person's (or institutional) username, password, files or e-mail.
- Users shall always identify themselves appropriately and undertake no activities anonymously.
- Users shall use only those resources and computer accounts which have been authorized for their use. All computing work must be identified with the User's name or approved ID.
- Any attempt by any person or group to circumvent system security, obtain passwords, or in any way gain unauthorized access to local or network resources is forbidden. One may not use another person's computing account, attempt to forge an account, or use a false account or e-mail address.
- Regularly delete unneeded files from your own account or computer.
- Respect the rights of others by not tampering with their accounts, passwords, programs or data.

### **Computer Systems / Network Resources**

- Avoid overuse of the network or printing resources or the servers' processing power or disk storage.
- Users may print only one copy of a document using the laser / DeskJet printers and make additional copies using the copier.
- Avoid the use of College computing and network resources for private/ commercial purposes unless such arrangements have been made with the appropriate College officials.
- Preserve the privacy of personal or institutional data to which you may have access.
- Users shall not attempt to encroach on others' use of the facilities or deprive them of resources.
- Users shall not attempt to modify system facilities. Users should not damage or obstruct the operation of the computer systems or networks.

- Users should avoid or schedule for non-peak hours intense computing and/or transmission activities such as downloading/uploading, which would degrade system/network performance.
- Users shall not supply, or attempt to supply, false or misleading information or identification in order to access computer systems or networks.
- Individuals must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people.
- You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the network administrator.
- Individuals shall use computers for educational / official purposes only. Individuals using these computer resources without authorization or in excess of their authorization are subject to being monitored. Users are expressly forbidden to use these resources to upload/download or transmit obscene or pornographic material.
- Individuals shall not attempt to access, copy, or destroy programs or files that belong to other users or the college without obtaining prior authorization. Users shall not attempt to modify system configurations on WCAS computer or network resources.
- Individuals shall not willfully create, copy, or disseminate computer viruses nor threaten to install or to infect the College's computer resources with any virus.
- One must not degrade computing or network performance in any way that could prevent others from meeting their educational or official goals. One must not prevent others from using shared resources by running unattended processes, or by "locking" systems.
- One must not use college computer or networking resources or personal computing resources accessed through college network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of Oman Government laws.

- Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.
- Each user of College resources is encouraged to report violations of College policies to College officials, appropriate faculty or staff.

### **Software Installation / License Agreements**

- Users shall not access, copy, or transport privileged programs, files, or data without prior authorization. User software may be used on computers only if it has been legally obtained and if its use does not violate license or copyright restriction. Users may not inspect, modify, distribute or copy privileged data or software.
- Respect the copyright and license provisions as they apply to all programs made available on the college computers.
- The unauthorized copying of any software owned by the college will be viewed as an act of theft and a violation of the appropriate copyright protection provided for under the law.
- The user shall have prior written approval from the dean before installing on College computers or networks any software not provided by the College. The user shall be responsible for the registration and license compliance for any software not provided by the College. Only lawfully acquired software may be installed on College computers and networks.
- The user must insure the integrity of all foreign software, disks, or hardware before installing, or using such software, disks or hardware on College computers or networks. "Integrity" in the context of this policy, includes assurance of compatibility with existing software, disks, or hardware, as well as freedom from contamination by any type of computer virus. "Foreign" computer software, disks, or hardware includes any computer software, disks, or hardware which: (1) have not been provided by the College, or (2) have been removed from and then returned to the college, or (3) have been used in the college, or in connection with, any computer software, disks or hardware not provided by the college.

- The installation of any unauthorized software on any storage medium owned by the college, or the running of unauthorized software on computing equipment owned by the college will be viewed as a violation of the appropriate copyright protection provided for under the law.
- Individuals should not load a program onto multiple hard drives for simultaneous use without a license agreement that allows such usage.
- Individuals should not make or use unauthorized copies of copyrighted software programs or allow students to make or use unauthorized copies of software programs on college computer.
- Individuals should not install software purchased for home use on a college computer.
- Transferring copyrighted materials to or from any system or via the College network without express consent of the owner may be a violation of Law.

### **Internet / E-Mail**

- All users are provided with email addresses that end in the Waljat.net domain.
- All Formal communication within and from the college should be from the official email id.
- It is forbidden to use electronic mail or other network or communication facilities to harass, offend, or annoy other users, including impeding their computing systems, software, or data.
- Unsolicited mailings and unauthorized mass mailings from college network or computing resources are prohibited.
- Spoofing, or attempts to spoof or falsify e-mail, network or other information used to identify the source, destination or other information about a communication, data or information is prohibited.
- No student, faculty or staff member shall view, copy, print or distribute images that the college deems patently offensive from the internet or other computing devices, or use college property to create, scan, or transfer such images.

- No student, faculty or staff member shall use Internet access for commercial purposes, download and/or distribute copyrighted material without the consent of the owner, or engage in any activity that consumes internet resources to the exclusion of other uses or users.

### **Peer-to-Peer & Restricted Sites**

- In accordance with the local and international copyright laws, it is illegal to use the college networks to download illegal copies of software, movies, songs, books etc. using bit torrent and other peer to peer applications.
- The college gateway is equipped with a firewall and surf control mechanisms that restrict access to sites depicting nudity, sex, pornography and violence.
- Users are not to use software to tunnel through the gateway to gain access to restricted sites and resources.
- All data that flows through the college servers are monitored and IP addresses and user names are noted in the logs.

### **Computer Labs**

- The computer labs are equipped with computers only for the academic work of the students.
- Playing computer games on WCAS computers is not allowed and may result in immediate expulsion from the labs.
- Students must show a valid ID card for themselves when asked to do so by lab assistants or staff. Failure to do so may result in immediate expulsion from the labs.
- Loud, disruptive, intimidating or vulgar behavior will not be tolerated in the student computer labs. Threatening, intimidating or vulgar behavior toward lab assistants or other students or failure to leave the labs when so ordered by lab assistants or staff will result in the revocation of the privilege to use the College student computer labs.
- Students may print only one copy of a document using the laser printers. Students should make additional copies using a copier.
- Food and drink are not permitted in the computer labs.

## Passwords

- Password provides authorized users access to the IT and IT enabled resources within Waljat Colleges.
- Passwords for the college domain login and web mail are to be reset by only using the password reset links as mentioned on the College Intranet.
- Passwords are to be remembered and repeated password requests will not be entertained.

This policy will be reviewed and updated on a regular basis.